

APPENDIX D

Deadlines

This table is provided for general guidance *only*. To determine the particular deadlines in a given case, parties *must* consult the pertinent regulations and the text of this manual. The Immigration Judge has discretion to set deadlines for pre-decision filings.

Filing		Deadline (the construction of "day" is discussed in Practice Manual Chapter 3.1(c)(i))	Practice Manual Chapter
<i>Changes of address or telephone number</i>	alien	5 days after the alien's change of address or telephone number	2.2(c)
	representative	promptly	2.3(h)
<i>Filings in advance of master calendar hearing</i>	filings	15 days before the hearing, if requesting a ruling <i>(if alien is detained, deadline is determined by the Immigration Court)</i>	3.1(b)(i)
	responses	10 days after the filing is received by the Immigration Court <i>(if alien is detained, deadline is determined by the Immigration Court)</i>	
<i>Filings in advance of individual calendar hearing</i>	filings	30 days before the hearing <i>(if alien is detained, deadline is determined by the Immigration Court)</i>	3.1(b)(ii)
	responses	15 days after the filing is received by the Immigration Court <i>(if alien is detained, deadline is determined by the Immigration Court)</i>	

Filing		Deadline (the construction of “day” is discussed in Practice Manual Chapter 3.1(c)(i))	Practice Manual Chapter
Asylum applications *	defensive applications	at a master calendar hearing	3.1(b)(iii)(A)
	affirmative applications	referred to Immigration Court by DHS	3.1(b)(iii)(B)
Post-decision motions	motions to reopen	90 days after a final administrative order by the Immigration Judge, with certain exceptions	5.7(c)
	motions to reconsider	30 days after a final administrative order by the Immigration Judge	5.8(c)
	motions to reopen in absentia removal order	180 days after in absentia order, if based on exceptional circumstances	5.9(d)(ii)(A)
		at any time, if based on lack of proper notice	5.9(d)(ii)(B)
Deadlines for appeals to BIA		30 days after the decision was rendered orally or mailed	6.2

* An alien filing an application for asylum should be mindful that the application must be filed within one year after the date of the alien's arrival in the United States, unless certain exceptions apply. INA § 208(a)(2)(B), 8 C.F.R. § 1208.4(a)(2).